



Dear Employee,

We write to you regarding a change we need to make to the Industrial Instrument (Award) which currently determines your wages and conditions.

Right now, you are covered under the Community Living Award (the CLA). This Award was designed to be used as a transition Award, for a maximum term of 5 years. The Award was established for use at Scope NSW (then Disability Services Australia) in 2018, when you transitioned from a government service (FACS). This Award will come to an end on 30 November 2023.

We are required to transfer employees currently covered by the CLA Award, to the Social, Community, Home Care, and Disability Services (SCHADS) Award. This is the applicable Award for our sector according to industry standards and the Fair Work Commission.

The Community and Public Sector Union (NSW) have been informed of our intention to transfer staff to the SCHADS Award.

We understand your conditions of employment, including wages and leave entitlements, are important to you. We want to offer you great working conditions, while being a sustainable service provider to continue providing support to our clients long into the future.

Scope have committed to maintaining your hourly rate of pay as part of this transfer. Your take-home pay will not be reduced because of this change. You will be paid out many accrued leave entitlements that do not transfer to the new Award (see Appendix A for a breakdown of accrued entitlements that will be paid out to you on transfer).

To confirm, other than an Award change, your employment with Scope NSW (formally Disability Services Australia) does not change.

What's next

We now enter a consultation phase with employees, this commenced 27 September and will end on 11 October. Employees were invited to attend group consultation meetings on Wednesday 27th and Thursday 28th September with Lisa Nelson - Divisional Director, and Claire Turek - People Manager. Lisa and Claire remain available to discuss this change and respond to feedback or questions throughout the consultation period. Employees can reach out by phone or email or request a MS Teams or in-person meeting.

To confirm, other than an Award change, your employment with Scope NSW (formally Disability Services Australia) does not change; your take home pay will not be reduced.

Please refer to Appendix A for a breakdown of the primary terms that will change on transfer.

You will be sent (by email), over the coming week, an individual record of accrued entitlements that will be paid out to you in the first pay period after the 30th of November.

More information

You can access a copy of the SCHADS Award on the Fair Work Ombudsman website by following this link: <https://library.fairwork.gov.au/award/?krm=ma000100>

Key contacts during consultation:

Lisa Nelson – Divisional Director

lnelson@scopeaust.org.au

Claire Turek – People Manager

cturek@scopeaust.org.au

Cluster Managers – please reach out to your respective Cluster Manager.

Kind Regards,



John Preston

Acting Chief Operating Officer

APPENDIX A

| Term | CLA | SCHADS |
|---|---|--|
| Additional Days Off | Provisions for ADO's exist in the CLA | Any accrued but untaken ADO's will be paid out in the transition to SCHADS. |
| Minimum break between shifts | 8 Hour break between rostered shifts | Move to SCHADS 10-hour minimum break between shifts. |
| Time Off In Lieu | Provisions exist | Under the SCHADS, Time off in lieu may be taken as an <u>alternative</u> to payment for overtime. Current balances over 3 months will be paid out on transfer. |
| Recreational leave | Accrues at the rate of 20 working days per year for FT staff | Entitlement continues as Annual leave as per the SCHADS. |
| Shift workers additional Recreation leave | | Entitlement continues as Annual leave. Current balance transferred to Annual leave under SCHADS. |
| Leave loading | 17.5% on the monetary value of up to 4 weeks recreation leave accrued in a leave year. Currently paid out each year (after 30/November) on accrual for previous 12 months. | Entitlement continues under SCHADS. Leave loading is paid when leave is taken. Effective 30 November, leave loading will only be paid when leave is taken. Balances accrued to 30 November 2022, will not have LL paid a second time. <i>*Further detail will be provided on how leave loading will be managed for the year ending 30/11/23.</i> |
| Public Holiday leave | | Balance to be paid out on transfer. |
| All types of Special leave | Various terms providing for additional or special leave, e.g. paid special sick leave, domestic violence, training/study, | These terms will cease upon transfer to SCHADS. New SCHADS terms will apply, such as; - Domestic Violence Leave |
| Sick leave | After the first year of service, the employee shall accrue sick leave day to day at the rate of 15 working days per year of service. | Balance to transfer. Personal Leave accrues based on hours work to a maximum of 10 days per annum (FTE). This balance covers both sick and carer's leave requirements. |

| Term | CLA | SCHADS |
|--|--|---|
| Extended leave/Long Service Leave | Also known as Long Service Leave. Current coverage: Part 2, Division 3, Clause16 of the Government Sector Employment Regulation 2014. | Provisions of the NSW Long Service Leave legislation will apply as of 1 December 2023. <i>*Further detail on the comparison between these two Long Service Leave types will be provided at a later date, within the consultation period.</i> |
| Family and Community Service Leave | | This leave type will no longer be available on transfer. |
| Flex Leave | | This leave type will no longer be available on transfer. |
| Meal Allowance | Food is currently provided to staff | Meal allowance is paid to the individual employee when overtime is worked. It is paid as an allowance via payroll and is automatically triggered based on hours worked. Current rate is: \$15.20 |
| Roster changes | | Minimum 2 weeks' notice for either party to make changes. |
| Acting up | | Where a Disability Support Worker acts up in a Team Leader/Site Manager position, they are entitled to be paid at Level 4 of the SCHADS Award (the classification for Site Managers). |
| Sick leave make up pay while on workers compensation leave | After the first 26 weeks, sick leave balance may be used to 'top up' workers compensation pay. | Entitlement will cease on transfer. Employees may use their annual leave balance to 'top up'. |